



Non-Employee Identity System (NEIS) *Adjudicator Training*



LincPass
simple. smart. secure.



United States Department of Agriculture



Introduction

Welcome to the Non-Employee Identity System (NEIS) Adjudicator training. Identity management has become an important part of our homeland security and it directly affects you.

Homeland Security Presidential Directive 12 (HSPD-12) established the criteria for an interoperable, Personal Identity Verification (PIV) program within the federal government.

Your role as an Adjudicator is vitally important to the security of the nation, its assets, and its people. Each of us has an important personal role to fulfill in the credentialing process. By establishing an identity verification chain of trust, we will be working together to achieve a safer work environment and homeland.

The USDA PIV Credential is called the LincPass. As an Adjudicator, you will play a part in the process for Non-Employees to enroll for a LincPass so they can access facilities and systems.





The Adjudicator Role

The Adjudicator must be a U.S. Government official. The Adjudicator is assigned to this role by the Agency Role Administrator in the USAccess portal. You must receive USAccess Adjudicator training and be USAccess-certified before you can be assigned the Adjudicator role in USAccess.

The Adjudicator is the individual authorized to record or update the status of adjudication results for a Non-Employee in NEIS. A favorable adjudication result will initiate the PIV credential issuance process.



Adjudication Procedures

The required background check for a PIV credential is a National Agency Check with (Written) Inquiries (NACI) or other Office of Personnel Management (OPM) or National Security community investigation required for Federal employment.

A Federal Bureau of Investigation (FBI) National Criminal History Fingerprint Check is part of the background check.

When the background investigation (BI) is complete and a determination is made, the Adjudicator records the decision in the NEIS system.





EmpowHR and Non-EmpowHR Agency Adjudicators

USDA Agencies who do not use EmpowHR will follow a slightly different process from EmpowHR agencies to adjudicate Non-Employees.

EmpowHR Agency Adjudicators:

EmpowHR Agency Adjudicators will enter data into NEIS only.

Non-EmpowHR Agency Adjudicators:

Non-EmpowHR Agency Adjudicators will enter data into NEIS. When NEIS information is transmitted to USAccess, the GSA credentialing system, Adjudicators will log in to USAccess to verify and save Non-Employee adjudication information. A Non-Employee's adjudication status must be modified and saved in NEIS before being modified in USAccess. This will ensure that the data will flow from NEIS to USAccess.

Non-EmpowHR agency adjudication in USAccess is covered in detail in Module C of this training.



Adjudication Prerequisites

To begin Adjudication duties, you must meet the following requirements:

➤ **USAccess:**

- You have completed the USAccess Adjudicator training.
- You have been designated as an Adjudicator in USAccess by your Agency Role Administrator.
- Non-EmpowHR Agency Adjudicators must have a user ID and password for USAccess (please note that this user ID and password will be issued after having been designated as a Sponsor).

➤ **NEIS:**

- You have completed NEIS Adjudicator training and passed the NEIS Adjudicator test.
- You have been granted access to NEIS, and have a user ID and password.

➤ **Non-Employee Information:**

- You have BI results for the applicable Non-Employee applicant.



NEIS Adjudicator Training Modules

This training covers two processes of NEIS Adjudication:

Module A: Getting Started (*Required*)

Module B: Non-Employee Adjudication (*Required*)

Module C: USAccess Adjudication (*Required if Non-EmpowHR Agency*)

These modules will guide you step-by-step through the process to enter required information for NEIS Adjudication.



Module A: Getting Started (Required)

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WARNING

* You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

* Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

* By using this information system, you understand and consent to the following:

- * You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
- * Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
- * Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

I AGREE to the above

I DO NOT agree to the above


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A-1


Step A-1. Open a web browser to the following address: <https://icams.usda.gov>. A warning screen will display. Click “I AGREE” to move to the next screen, which will have a login field.



Module A: Getting Started (Required)



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- * Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
- * Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

User ID:

Password:

A-2

[Did you forget your password?](#)

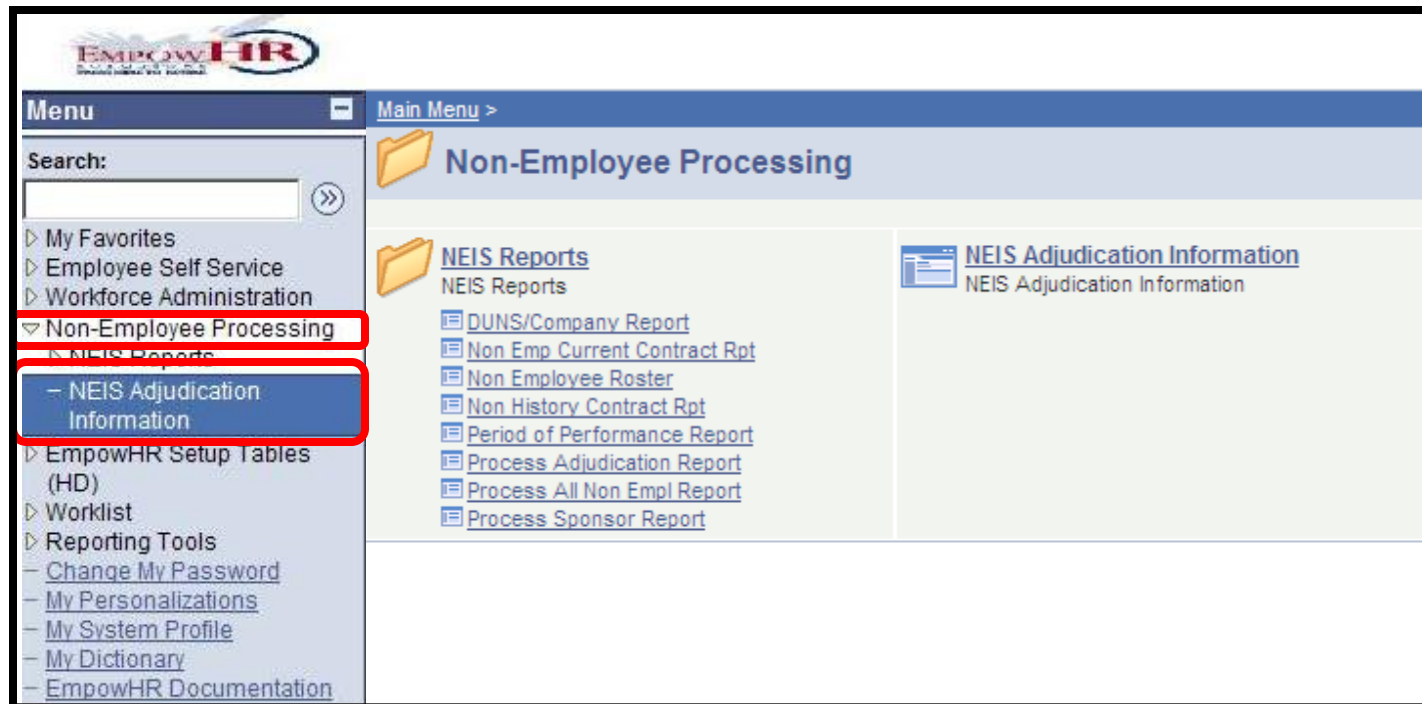
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Step A-2. Sign in to NEIS with your **User ID** (Required) and **Password** (Required).



Module A: Getting Started (Required)

A-3



Note: Once logged in you will be directed to the main page of NEIS. The left-side menu links you to the required processes.

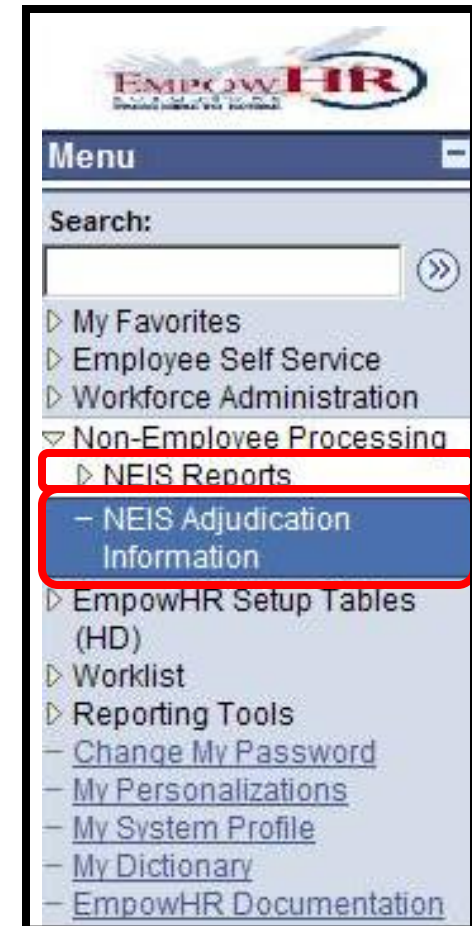
Step A-3. Click on **Non-Employee Processing**, then select **NEIS Adjudication Information**. This will direct you to the NEIS Adjudication main menu. From here you can search for existing records or enter a new one.



Module A: Getting Started (Required)

You should have access to the following Non-Employee Processing functions located in the navigational menu on the left:

- NEIS Reports
- NEIS Adjudication Information





Module B: Non-Employee Adjudication (Required)

The next few screens show you how to create a Non-Employee Adjudication record in NEIS. Only a Federal employee designated as an Adjudicator may create or edit Non-Employee Adjudication records in NEIS.

You must follow USDA business policy and standards for creating or editing records in NEIS. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at http://lincpass.usda.gov/ref_lincpass.html.



Module B: Non-Employee Adjudication (Required)

NEIS Adjudication Information
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: begins with **B-1**

☐ Include History ☐ Correct History ☐ Case Sensitive

[Advanced Search](#)

Search Results **B-2**

View All First 1-2 of 2 Last

Name	EmplID	Social Security Number
ICAMS.TEST	199703	XXX-XX-0001
ICAMS.TEST2	199704	XXX-XX-0002

Step B-1. From the NEIS Adjudication main menu you can search for sponsored Non-Employee records ready for adjudication. Use the drop down list to select one of the available search criteria (Name or EmplID), enter the search terms and click "Search."

Step B-2. Select the applicable hyperlink in the **EmplID** column from the list of search results.



Module B: Non-Employee Adjudication (Required)

NEIS Adjudication

ICAMS.TEST EmplID: 199703 XXX-XX-0001

Adjudication Information Customize | Find | First 1 of 1 Last

Investigation Type	Status	Adjudication Date	Adjudicator Oprid	Notes
1 FBI	Approved	03/16/2010	MR100003	testing

B-3 (points to the Investigation Type dropdown menu)

B-4 (points to the Status dropdown menu)

Step B-3. Investigation Type: Use the drop down list to select the investigation type. If the Non-Employee has received a security clearance, enter the highest clearance completed. Note: The minimum requirement for HSPD-12 credentials is a NACI. At a minimum, Non-Employees must complete and submit paperwork for their BI (or enter and submit via e-QIP) and complete a fingerprint check to enroll.

Step B-4. Status: Use the drop-down list to select the appropriate option: "Approved" or "Not Approved" (also referred to as "Favorable" or "Unfavorable").

Note: Selecting "Not Approved" in the Status field has serious consequences in the HSPD-12 system, and will revoke a Non-Employee's access to USDA facilities and systems. Please be sure to know, understand, and follow USDA business policy and standards for processing adjudication information.



Module B: Non-Employee Adjudication (Required)

NEIS Adjudication

ICAMS,TEST EmplID: 199703 XXX-XX-0001

Adjudication Information

Investigation Type	Status	Adjudication Date	Adjudicator Oprld	Notes
1 FBI	Approved	03/16/2010	MR100003	testing

FBI
NAC
NACI
Secret
Top Secret

B-5 B-6

Step B-5. Adjudication Date: This field is masked and therefore does not permit data entry. The Adjudication Date will default to the current date when results were entered.

Step B-6. Adjudicator Oprld: This field is masked and therefore does not permit data entry. The Adjudicator Oprld will default to the NEIS Adjudicator's username.



Module B: Non-Employee Adjudication (Required)

NEIS Adjudication

ICAMS,TEST EmplID: 199703 XXX-XX-0001

Adjudication Information [Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

	<u>Investigation Type</u>	<u>Status</u>	<u>Adjudication Date</u>	<u>Adjudicator Oprid</u>	<u>Notes</u>	
1	FBI	Approved	03/16/2010	MR100003	testing	<div><div>+</div><div>-</div></div>

Approved
Not Approved

B-7

Step B-7. Add a New Row: If a Non-Employee obtains an additional level of clearance, you may record it in NEIS in an additional row. To add a new row, click the plus sign button at end of any row. Follow steps B-1 through B-6 to add the new clearance information.



Module B: Non-Employee Adjudication (Required)

NEIS Adjudication

ICAMS.TEST EmplID: 199703 XXX-XX-0001

Adjudication Information Customize | Find | First 1-2 of 2 Last

	Investigation Type	Status	Adjudication Date	Adjudicator Oprid	Notes
1	FBI	Approved	03/16/2010	MR100003	testing
2	NACI		03/16/2010	MR100003	

Approved
Not Approved

B-8

B-9

Save Return to Search Previous in List Next in List Update/Display Include History Correct History

Step B-8. Notes: (Optional) This field can be used to enter in the Adjudicator's name, sub-agency, actual adjudication date or other notes about the investigation.

Step B-9. Click the **Save** button. The NEIS Adjudication results have now been successfully recorded for the Non-Employee.



Module C: USAccess Adjudication (Required for Non-EmpowHR Agencies)

EmpowHR Agencies: Continue to Slide 24, Adjudication Procedures Summary

Non-EmpowHR Agencies:

The next few screens show Non-EmpowHR Agency Adjudicators how to use USAccess to verify and save adjudication information. Only a Federal employee may adjudicate Non-Employees in USAccess.

Once the Non-Employee's record has been submitted to USAccess, the Adjudicator must log into USAccess to verify and complete adjudication for the Non-Employee.

You must follow USDA business policy and standards for creating or editing records in NEIS. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at http://lincpass.usda.gov/ref_lincpass.html.



Module C: USAccess Adjudication (Required for Non-EmpowHR Agencies)

Please Log In

User Name *

Password *

Login

WARNING! THIS SYSTEM IS FOR AUTHORIZED USE ONLY!
This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY". This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

Step C-1. On the USAccess Log In screen, type in your screen user name in the **User Name** field.

Step C-2. Type in your password in the **Password** field and click the **Login** button.



Module C: USAccess Adjudication (Required for Non-EmpowHR Agencies)

Applicant Search

Search by*


☒ Lastname ☐ Social Security No. **C-3**

Lastname

~ or ~

Social Security No.

~ and ~

Birth Date  **C-4**

Search **Reset**

Step C-3. Search for an applicant by typing in the Applicant's last name or Social Security Number.

Step C-4. Type in the Applicant's birth date or click on the calendar icon next to the Birth Date field to select a date from the calendar and click the Search button to begin.



Module C: USAccess Adjudication (Required for Non-EmpowHR Agencies)

Applicant Search

Search by*

☒ Lastname ☐ Social Security No.

Lastname

~ or ~

Social Security No.

~ and ~

Birth Date

ID	Last Name	First Name	Birth Date	Social Security	Email	Status	
0000000026	USER	TEST GUY	01/01/1980	xxx-xx-0026		REGISTERED	<input type="button" value="Edit Adjudication"/>
0000000028	USER	TEST	01/01/1980	xxx-xx-0028	0000000028@FEDIDCARD.GOV	REGISTERED	<input type="button" value="Edit Adjudication"/>
0000002259	USER	TEST	01/01/1980	xxx-xx-2259	0000002259@FEDIDCARD.GOV	REGISTERED	<input type="button" value="Edit Adjudication"/>
0000000131	USER	TEST	01/01/1980	xxx-xx-0131	0000000131@FEDIDCARD.GOV	REGISTERED	<input type="button" value="Edit Adjudication"/>

C-5

Step C-5. When the search results appear, click on **Edit Adjudication** next to the appropriate Non-Employee.



Module C: USAccess Adjudication (Required for Non-EmpowHR Agencies)

Applicant Enrollment

Biographic Data
Address Data
Alias Information
Save

C-6

Current Home Address

Street Address 1 *	555 Elm St.	Street Address 2	
City *	Washington	State *	DISTRICT OF COLUMBIA
Zip Code *	55555	Country *	UNITED STATES
Begin Date		End Date	Current

Birth Place

City		State	NOT APPLICABLE
Country			
Alien Registration No.			

[Previous](#) [Next](#) [Cancel](#)

[Change Password?](#)
Version 1.0.0.55

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Step C-6. Verify all required Biographic Data fields have current and correct information. Red asterisks (*) indicate required fields. Drop down lists are defaulted to Pending. **Approved** must be selected to adjudicate the applicant.

Note: If any of the information is incorrect, missing, or needs updating, changes must be made in NEIS and not in USAccess.



Module C: USAccess Adjudication (Required for Non-EmpowHR Agencies)

Adjudication

Name: USER, TEST
Birth Date: 1/1/1980
SSN: 000002847
Place of Birth: HERNDON, VA
Aliases:

Record Background Check Results

Submit OPM-FBI Background Check Request

FBI/NCHC	PENDING	Date	12/06/2002
NACI Status	PENDING	Date	12/06/2002

Comments

C-7

Update

Adjudicate

Cancel

Step C-7. Select the FBI/NCHC and NACI Status results from the drop down menus. The system defaults to "Pending" for **FBI/NCHC** and **NACI Status** and must be changed to **Approved**.

When you are finished, select "**Adjudicate**" on the confirmation box. The system may take a few minutes to process the record and return a confirmation.



Module C: USAccess Adjudication (Required for Non-EmpowHR Agencies)

Adjudication

Name	Non-Employee Name	Birth City	
Birth Date	01/01/1901	Birth State	
SSN	123-45-6789	Birth Country	USA
Aliases			

Confirmation Required

Record Background Check Results [Submit OPM-FBI Backg](#)

FBI/NCHC

NACI Status

Comments

Are you sure you want to finish?

Step C-8. When ready to adjudicate the record, a **Confirmation Required** message stating “Are you sure you want to finish?” will appear on the screen. Click “**Yes**”. The adjudication process is now complete and an issuance request has been initiated.



Adjudication Procedures Summary

Congratulations! You have just learned how to find, enter and save records in NEIS for Adjudication results.

Next Steps:

- Once adjudication results have been recorded in NEIS, the records will be sent automatically to the USAccess credentialing system.
- After the Non-Employee has been sponsored, he/she will receive an enrollment notification email with a link to the GSA Scheduling Tool. The Non-Employee should follow instructions in the email to schedule his/her appointment.
- After the Non-Employee has enrolled and favorable fingerprint results have been entered, the card will be printed and shipped.
- The Non-Employee will receive notification via email that the LincPass is ready to be picked up and activated. The Non-Employee will schedule his/her appointment using the GSA Scheduling Tool.
- The Non-Employee will pick up and activate his/her own LincPass.





NEIS Reporting

The Non-Employee Identity System (NEIS) Report Service allows NEIS users to check Non-Employee status to determine where Non-Employees are in the LincPass sponsorship and adjudication process. The report can also be used to troubleshoot issues with specific Applicant records.

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- Non-Employee Processing
 - NEIS Reports
 - NEIS Adjudication Information
- EmpowHR Setup Tables (HD)
- Worklist
- Reporting Tools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary
- EmpowHR Documentation

Main Menu > Non-Employee Processing >

NEIS Reports

DUNS/Company Report DUNS/Company Report	Non Emp Current Contract Rpt Non Emp Current Contract Rpt	Non Employee Roster
Non History Contract Rpt Non History Contract Rpt	Period of Performance Report NEIS Period of Performance Report	Process Adjudication Report Process Adjudication Report
Process All Non Empl Report Process All Non Empl Report	Process Sponsor Report Process Sponsor Report	



NEIS Reporting

DUNS/Company Report allows you to search for Contracting Companies and associated Contract Assignments. You may search by Sub-Agency. The report may be generated in HTML, PDF, or XLS format.

Non-Employee Current Contract Report allows you to view Non-Employees and active contracts to which they are assigned. You may search by Sub-Agency and Display Name. The report may be generated in HTML, PDF, or XLS format.

Non-Employee Roster allows you to view Non-Employees in the system, their sponsorship status, Contract Assignments, and Contracting Company information. You may search by Sub-Agency, EmplID, and Non-Employee Type. The report may be generated in HTML, PDF, or XLS format.

Non-Employee History Contract Report allows you to view Non-Employees and their Contract Assignment History. You may search by Sub-Agency and Display Name. The report may be generated in HTML, PDF, or XLS format.

Period of Performance Report allows you to view contracts in the system, periods of performance and Contracting Company information. You may search by Sub-Agency and Contract Expiration Date. The report may be generated in HTML, PDF, or XLS format.

Process Adjudication Report allows you to view Non-Employee Adjudication status. You may search by Sub-Agency. The report may be generated in HTML, PDF, or XLS format.

Process All Non-Employees Report allows you to view Non-Employees in the system, as well as information about their Sponsorship and Adjudication. You may search by Sub-Agency. The report may be generated in HTML, PDF, or XLS format.

Process Sponsor Report

The Process Sponsor Report allows you to view Non-Employee Sponsorship status. You may search by Sub-Agency. The report may be generated in HTML, PDF, or XLS format.

Please refer to the NEIS and ASR Guide for more information and directions on using this new reporting utility via the following link: http://lincpass.usda.gov/docs/NEISUsingASRGuide_V1.pdf





Certification Test for the Adjudicator Role

You must pass the certification test to be qualified for the role of NEIS Adjudicator. The test consists of ten True or False questions related to the NEIS Adjudicator role.

When you have completed the test, you will receive a score and directions on how to proceed with your role assignment.

You must score 80% or better to successfully complete this course. If a passing score is not achieved, review the training and take the test again.

Good luck!





Begin the Test

You may now begin the test. Please visit the AgLearn web site to take the certification test for the role of NEIS Adjudicator.

